



The Position

Working under close supervision, the Employment & Training Worker I is the entry/trainee level in the Employment & Training Worker series. An Employment & Training Worker I provides employability services to eligible applicants of local social service agencies and public assistance programs; applies program regulations and procedures; assesses employment potential and barriers that interfere with securing employment; identifies needs for social and health services and makes referrals; uses an automated system to maintain and monitor participants' records and generate reports; and performs related work as required. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Employees are expected to promote to Employment & Training Worker II after one year of satisfactory performance at the trainee level.

Minimum Qualifications

See next page

Humboldt County

Humboldt County, with a population of approximately 134,000, is located along the Pacific Coast in Northern California, about 200 miles north of San Francisco.

Eureka, the county seat, with a population of approximately 26,128 is the County's population center. The smaller college town of Arcata, home to Humboldt State University, is also located adjacent to Humboldt Bay, the second largest natural bay in California.

Humboldt County is known for its impressive redwood trees, rolling lush farm lands, towering mountain tops, silent peaceful valleys, many miles of pristine coastline, wondrous lakes, wild rivers, and wildlife.

Employment & Training Worker I

Humboldt County
Health & Human Services Agency
Social Services Branch

Monthly Salary: \$2,516 - \$3,229

Application Deadline:

December 7, 2012

5:00 p.m. PST

Tentative Examination Dates:

Written Exam: Tuesday, December 18, 2012

Oral Exam: January 10 & 11, 2013

Examinations will be held in Humboldt County

Location:

The resulting list will be used to fill vacancies in
Eureka, California

Additional Information

A valid driver's license is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Background check: Prior to hire, candidates must pass a background check, including a criminal records check.

PERS retirement 2.0% @ 55

As of January 1, 2013 PERS retirement 2.0% @ 62

The existing eligible list will be replaced upon completion of the examination.

MINIMUM QUALIFICATIONS

Minimum Qualifications

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job.

EITHER

One (1) year of full-time experience comparable to Eligibility Worker II or Social Worker I.

OR

Six (6) months of full-time experience comparable to Eligibility Worker II AND completion of 15 semester (22 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation.

OR

Eighteen months of full-time experience providing case management, vocational guidance, employment counseling or employment placement services; AND completion of 15 semester (22 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing or counseling preparation.

OR

Two (2) years of full-time experience providing case management, vocational guidance, employment counseling or placement services;

OR

A Bachelor's degree in a behavioral science (psychology, sociology, social work, counseling, vocational guidance), education, business/public administration or a closely related field, including successful completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation.

EXAMINATION INFORMATION

MSS reserves the right to revise the examination plan if the circumstances under which this examination was planned change. The examination process may include one or more of the following components: application evaluation, computer skills assessment, supplemental questionnaire, written examination, job related exercise, and/or a structured oral examination. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

The examination components consist of:

WRITTEN EXAMINATION

This examination will be weighted: Pass/Fail

- General Office Skills – Numerical and alphabetical filing
- Analytical ability
- Interviewing principles
- Written Communication
- Interpersonal Skills/customer service
- Employment and Training/Social Services

ORAL EXAMINATION

This examination will be weighted: 100%

Categories tested may include:

- Analytical
- Career, Vocational & Employment Counseling Theories
- Communication (Oral & Written)
- Computer Skill
- Confidential
- Decisiveness
- Education, Experience and Training
- Effective Career, Vocational & Employment Counseling
- Goals & Purpose of Employment Preparation & Training
- Identify & Assess Barriers to Employment & Develop Individual Participant Plans
- Interpersonal Relations
- Job Related Knowledge and Skills
- Knowledge of Goals & Purposes of Social Services
- Local & Regional Socio-Economic Conditions
- Planning/organizational Skills
- Public Contact
- Present Training Workshops
- Take Initiative
- Tracking Task Assignments – Initiative for Self
- Use Computer & Software Packages
- Work Standards

KNOWLEDGE AND ABILITIES

The following may be tested in the examination:

Knowledge of:

- General goals and purpose of employment preparation and training programs, and public social services programs.
- Effective and appropriate career, vocational, and employment counseling techniques.
- Occupational fields and regional labor market trends for private and public sector employers.
- Services provided within the department or agency that program participants may require and the procedure for referring participants for those services.
- Local and regional socio-economic conditions.
- Characteristics, customs and unique needs of local ethnic/cultural populations.
- Department and community resources available to program participants.
- Computer terminology and computer keyboard arrangement.

Ability to:

- Apply techniques and methods for conducting successful employment-related interviews, record keeping and standard office procedures.
- Elicit factual information from prospective and current program participants who may exhibit behavior indicative of those experiencing deprivation and/or emotional difficulties.
- Accurately gather, record and evaluate data necessary for the implementation of appropriate employment preparation and training programs.
- Prepare reports, forms, plans and agreements required by program rules, regulations, policies and procedures
- Use fact-finding techniques and perform in-depth and interactive interviewing.
- Plan and organize caseload to ensure that deadlines and regulations regarding time limits are met.
- Read, understand, apply and explain complicated and detailed correspondence and reports, regulations and policy directives.
- Determine appropriate course of action in emergency situations.
- Enter information accurately into a computerized system, and navigate effectively through automated multi-screen client record system
- Identify client problems that require referral to other social or community resources
- Speak and write in a clear and concise manner, using correct English

- Read, comprehend, apply, and follow complex rules, regulations, policies, procedures and other written instructions, including the policies, procedures, and programs of the Social Services Department.
- Use tact and diplomacy when communicating with all persons, including those with different socioeconomic and cultural backgrounds
- Identify and assess program participants' employment barriers and develop individual participant plans for securing employment.
- Monitor individual participants' compliance with program regulations and when appropriate, implement required sanctions.
- Regularly evaluate individual participants' progress toward meeting established goals for securing employment; use appropriate methods to motivate and encourage participants and when necessary, to counsel participants who have not met goals or expectations.
- Coach individual participants in how to prepare for a job interview and meet future employers' job performance expectations.
- Present training workshops to groups of program participants.
- Establish, maintain, and manage complex records.
- Establish and maintain cooperative working relationships with co-workers, supervisory and managerial staff; area employers who are willing to employ program participants; community based services providers of child care, transportation and other services program participants required to attain employment goals; and all others with whom contact is made during the normal course of business.
- Operate office equipment such as a personal computer, (including automated systems and software programs utilized by the department or division), calculator and photocopier.

Humboldt County is an Equal Opportunity Employer

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto www.mss.ca.gov and following the instructions.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. Faxing or mailing your application does not guarantee that your application will be among those approved. POSTMARKS ARE NOT ACCEPTED.

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or HR Department in the county.

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815

Website: www.mss.ca.gov

Email: mss@cps.ca.gov

Phone: (916) 263-3614

Note: Your application and any additional material become the property of MSS. **Please make a copy for your file.**

This job bulletin will not be available online after the application deadline. Please print a copy for your records.

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree and/or course equivalency from any of the listed member agencies.

EXAMINATION NOTIFICATION

MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at mss@cps.ca.gov.

Some positions require that all approved candidates take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral exam for this position please note the following: Prior to being scheduled for the oral examination, you will receive an email from Merit System Services, mss@cps.ca.gov, asking you to confirm your interest in the position and your availability to attend the exam on a specific date. If you do not reply to the e-mail sent to you by the specified deadline or you are not available on the specified exam date, you will not be scheduled for the oral exam.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS at mss@cps.ca.gov within five (5) days of the date on your letter/email notifying you that you have been invited to move forward in the exam process.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.

EMPLOYMENT AND TRAINING WORKER I
HUMBOLDT COUNTY HEALTH & HUMAN SERVICES AGENCY - SOCIAL SERVICES BRANCH
APPLICATION DEADLINE: 12/7/12

Name: _____ Date: _____

[illegible]